

Pocatello Fire Department

Day Care Center Monthly Fire Prevention / Safety Form

Facility: _____

Year: _____

	1. Fire Drill - Evacuation Time	2. Fire Alarm Check	3. Smoke Detector Check	4. Emergency Lighting Check	5. Electrical Outlets, Fuse / Breaker Check	6. Fire Extinguisher Check	7. Housekeeping Check	8. Exits Check	9. Operable Flashlight Check	10. All Employees Trained in Emergency Procedures	11. Non-flammable Furnishings / Decorations	12. Check for Hazards within Childrens Reach	13. Employees Familiar with Fuel and Electrical Shutoffs	14. Emergency Phone Numbers Posted by All Phones	15. Clean Stove / Cooking Area	16. No Smoking Policy Compliance Check	17. Average Staff: Child Ratio for Month	18. Average Daily Attendance for Month	19. Average Number of Children Under 30 Months
Jan																			
Feb																			
Mar																			
Apr																			
May																			
Jun																			
July																			
Aug																			
Sep																			
Oct																			
Nov																			
Dec																			

for detailed explanation of duties, see "Pocatello Fire Department Rules, Regulations, and Specifications for Licensed Daycare Facilities - 1999"